



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes Finance and Administration Committee

Wednesday, June 1, 2016

3:00 PM

City Hall Conference Room, 416 N. Franklin Street

MEETING CALLED TO ORDER

Chair Turner called the meeting to order at 3:08 PM

ROLL CALL

Staff Present: Finance Director Victor Damiani, City Clerk June Lemos and
Administrative Assistant Brenda Jourdain

Present: 2 - Doug Hammerstrom and Dave Turner

1. APPROVAL OF MINUTES

- 1A. [16-217](#) Approve Minutes of Special Meeting of May 3, 2016

A motion was made by Committee Member Hammerstrom, seconded by Chair Turner, that these Committee Minutes be approved. The motion carried by an unanimous vote.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

- 3A. [16-214](#) Receive Report Regarding Modifications to City Council, Council Committee, and Planning Commission Meeting Minutes Format and Provide Recommendation to the City Council

City Clerk Lemos reviewed the Summary Report prepared for this item regarding modification to all City meeting minute format and answered any questions.

The following was noted during discussion of this item:

- * There was discussion about possible technology failure.
- * Committee meetings are not being live streamed at this time. Staff recommends live streaming all Committee Meetings at Town Hall and putting them on the City's website.
- * The meeting video is taped and is held on the City's server. These meetings are public record and are maintained on a permanent basis.
- * There was discussion on how minutes are handled regarding public comment.
- * Staff training on running a meeting and asking for motions that will be recorded in brief summary minutes for all Council Committee, City Council and Planning Commission minutes was discussed in addition to Council training on how to make a motion for additional staff action.

It was moved by Committee member Hammerstrom, seconded by Chair Turner, that the City transition to brief summary minutes and that the City Clerk train the five people on staff who take minutes for Committee Meetings to use the same brief format. The motion passed by a unanimous vote.

3B. [16-216](#) Receive Oral Update from Staff on Departmental Activities

It was reported:

- * Finishing the FY 2016/17 City Budget
- * Year-end audit scheduled for end of July.
- * Completed personnel open enrollment.
- * Coastal Trail Celebration on June 4th.
- * New phone system installment.

MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Chair Turner adjourned the meeting at 3:36 PM